

NSW Wildlife Council
Inaugural Meeting including handover from Steering Committee
Held at The Centre, 14 Francis St, Randwick, NSW
October 15 &16, 2005

Minutes

1.0 Attendance and Welcome

1.1 Attendees: Kay Brady (Native Animal Network Association), Sonja Elwood (Sydney Wildlife), Joan Hills (Wildlife Carers Network), Ian Johnson (Wildlife Aid), Helen Kennedy (Steering Committee), Audrey Koosmen (Native Animal Trust Fund), Coralie Letica (Wildcare), Gwen Parry-Jones (Wildlife ARC), Ilona Roberts (Tweed Valley Wildlife Carers), Alan Rose (Northern Tablelands Wildlife Carers), Sandra Stewart (General Licencees), Jill Taylor (Hunter Koala Preservation Society), Lorraine Vass (Friends of the Koala) , Barbara Witham (Koalas in Care), Stan Wood (WIRES)

1.2 Apologies: *Member Representatives:* Jan Brazel (Wildlife ARC), Melinda Fallson (FAWNA), Cheyne Flanagan (Koala Preservation Society), Christeen McLeod (Koalas in Care), Michelle Sherrott (Alt. LAOKO) Carola Vamvakaris (LAOKO) Julie Webb (Northern Rivers Wildlife Carers);
Steering Committee: Steve Amesbury, Linda Dennis, Kaye Holdsworth, Mike Jupp, Shirley Lack, Sybil Primrose

1.3 Meeting Opened: Audrey Koosmen welcomed participants, providing an overview of the developments which led to the Council's formation. Overview included: Working Party formed from the 2004 National Wildlife Conference Committee who were charged with forming the NSW Wildlife Rehabilitation Steering Committee. The Steering Committee was formed with 12 wildlife groups participating. During the 4 meetings the Steering Committee had, we looked at the Functions and Aims of the Council, what shape the Council would take and what types of activities the Council will be involved in. At conclusion a letter was sent to all NSW Wildlife Group and General Licence holders. 17 Groups registered for the Council, general licence holders will be represented by Sandra Stewart with Christine Smith as the Alternate. Thanks to Julie for the huge amount of work put in to help get the Council up and running. Proud of what we have achieved in NSW and what VIC started. Thanks to Steve A who was fantastic with putting together the QLD Conference Presentation.

2.0 Council Business Priorities:

Attending Council Members discussed possible topics for the Council to work on. From this list, five topics were selected for immediate attention.

2.1 Top Priorities:

2.1.1 Let every one know who we are

Action: Lorraine Vass & Sonja Elwood

2.1.2 Forming a National Body

Action: Lorraine Vass and Council

2.1.3 Regular PR Releases, first one to let everyone know we are up and running

Action: Sonja Elwood

2.1.4 Pursue alliances with other groups eg Environment, Conservation and Others. Draft a letter of introduction to be sent to target groups and circulate to Council for amendment. Letters to State Councils to initiate request for information regarding progress on National Body.

Action: Lorraine Vass

2.1.5 Seven (7) days holding period for general public. WIRES wrote to DG of DEC in Feb 2005 on this matter and received a totally unsatisfactory response

Action: Stan Wood, Audrey Koosmen & Lorraine Vass

2.1.6 Companion Animals Act Review (Legislative Review). Request Steve Amesbury to post a copy of the Act on NWC

Action: Sonja Elwood & Audrey Koosmen

2.1.7 Creation of Insurance. Investigate the possibility of maximising purchasing power for Wildlife Groups and General License holders for insurance

Action: Stan Wood & Sonja Elwood

2.1.8 Maximising Purchasing Power for Wildlife Groups/Carers for goods eg, Food, cages, syringes etc

Action: Ian Johnson (Lead), Sandra Stewart, Barbara Witham, Coralie Letica, Ilona Roberts & Helen Kennedy

2.1.9 Identify the responsibilities of relevant government agencies including National Parks and DEC

Action: Sonja Elwood

2.2 Other Topics suggested for future focus:

- Political Group
- Research
- Lobby Queen/Governor General
- Lobby Pharmaceutical Companies
- Lobby government agencies
- Educate the next generation
- Environmental Impact Studies
- Rehab & Release sites via Govt.
- Lobby regarding Feral Animals
- Advertising – Levy on use of Native Animals
- Standardising Practices & Procedures
- Statewide Phone Number (Generic Name)
- Culling/Killing
- Lobbying Mining Companies etc
- Funding

- Education for Vets
- Networking with Vets regarding treatment
- Lobby Local Councils regarding vegetation buffer zone
- Lobby Local Councils regarding involvement in Das via LGA
- State Map (currently being worked on by National Parks)
- Newsletter

3.0 Contacts:

Draft Register of Contacts

- DEC
- RSPCA
- EPA
- Dept of Agriculture
- Rural Lands
- NCC
- Dept of Fisheries
- Sydney and Macquarie Universities
- Aust Vet Association
- Vet Conservation Biologists
- Total Environment Centre
- Greening Australia
- National Trust
- IFAW
- Animal Welfare League
- WSPA
- Aust. Wildlife Health Network
- Australian Geographic
- CSIRO
- Bush Regeneration
- RTA
- Local Govt Association
- National Parks Association
- State & Federal Ministers
- Attorney General's Dept
- Australian Koala Foundation
- Universities
- Local MPs
- Australian Museum
- National Museum

4.0 Shaping the Council

4.1 Funding:

Ideas for obtaining funding include:

- Initially a levy on Wildlife Groups/ to "donate"
- Australia Wildlife Day
- Lobby for Levy on Vehicle Registration
- Royalty for wildlife used in advertising (eg Kelloggs)
- Signage at Bathurst and other Motor Sporting Events

- Grants – Business Community Page
- Tax Deductibility/GIFT Deductibility – Dept of Environment
- Publicity
- Donations
 - IFAW & DEC
 - Wildlife Preservation Society of Australia
 - Annual Awards
 - Trade Unions
- Tax Exemption – Register of Environmental Organisations
- Gaming & Racing – Authority to Fundraise

4.2 Legal Entity:

4.2.1 Name: NSW Wildlife Council (NWC)

4.2.2 The Council will be an incorporated association set up under the Associations Incorporations Act 1984

Action: Stan Wood & Sonja Elwood

4.2.3 Constitution/Model Rules to be written, taking into account, 5.2 Quorum; 5.5. Meeting Proxies; 5.6 Tied Vote; 7.1. Terms of Office

Action: Stan Wood & Sonja Elwood

4.2.4 Organise Insurance for the Council

Action: Stan Wood & Sonja Elwood

4.2.5 Organise the Seal for the Council

Action: Stan Wood & Sonja Elwood

4.2.6 Create guidelines on Council Logo to send to groups

Action: Ilona Roberts, Coralie Letica and Gwen Parry-Jones

5.0 Meetings and Communications

5.1 Meeting Frequency

5.1.1 The NSW Wildlife Council will meet quarterly – Feb/May/Aug/Nov

5.1.2 Meetings will start at 9am and conclude at 3pm

5.1.3 Venue: NPWS Hurstville

5.2 Quorum

A quorum is in excess of half of Council membership

5.3 Meeting Agendas:

Topics for discussion at meetings are to be submitted to the Secretary a minimum of two (2) weeks prior to coming meeting. Agenda will be sent out one (1) week prior to meeting.

Action: Lorraine Vass

5.4 Motions

Substantive motions to be presented in writing and circulated on website before Agenda deadline.

5.5 Meeting Proxies

Proxies will be directed, i.e. giver must indicate the matter being voted on and how the vote is to be cast. Proxies to be restricted to Council Members and registered with Chair.

5.6 Tied Vote

Joan Hills moved that in the event of a **tied vote**, the Chair will have a 2nd vote as the casting vote. This means that the Chair will have one vote. As member representative and one casting vote.

Seconded: Barbara Witham

Motion: Carried

Action: Outcome of this decision to be included in drafting the Constitution.

5.7 Communicating Outcomes

Draft Minutes are to be circulated a fortnight after each meeting for corrections and then circulated to groups (posted on public Website)

Action: Helen Kennedy & Lorraine Vass

5.8 Websites

5.8.1 Alan Rose moved that the **Web name** change to NWC to reflect new Council name.

Seconded: Sonja Elwood

Motion: Carried

5.8.2 Sonja Elwood moved that the Chair ask Steve Amesbury to set up **Email Address** and **Public site** on behalf of Council and Discussion Group

Seconded: Alan Rose

Motion: Carried

Public website to include draft minutes, operational framework, member groups and reps etc. annual report, contact information, newsletter.

Action: Audrey Koosmen

5.8.3 Stan Wood moved that all names that are not Reps or Alt Reps be removed from **Web discussion Group** and invite new Reps and Alt Reps to Discussion Group

Seconded: Sandra Stewart

Motion: Carried

5.8.4 All web changes are to go through the Chair.

6.0 Budget Considerations

6.1 Source funding for operational costs

Immediate expenses may include meeting attendance assistance: meals, accommodation, travel; meeting venue, stationery, set up costs, insurance, telephone, etc.

Action: Sonja Elwood & Audrey Koosmen

6.2 Financial assistance to Council members

Level of assistance for meeting attendance. Recommendations to include desirable as well as what can be afforded in light of current income.

Action: Stan Wood & Joan Hills

7.0 Member Representatives and Office Bearers

7.1 Terms of Office

NSW Wildlife Council Office Bearers will be elected annually

Term of Office for Member Representatives shall be at the discretion of the individual member organisations.

7.2 Duties of Office Bearer

7.2.1 Chair

- As per tabled draft
- Forms part of the Executive of the NSW Wildlife Council

7.2.2 Vice-Chair

- As per tabled draft
- Forms part of the Executive of the NSW Wildlife Council

7.2.3 Secretary

- As per tabled draft
- Forms part of the Executive of the NSW Wildlife Council

7.2.4 Treasurer

- As per tabled draft
- Forms part of the Executive of the NSW Wildlife Council

7.2.5 Media Officer

- Point of contact for Media
- Press Releases
- Develop Media Lists
- Maintain Photo Gallery
- Forms part of the Executive of the NSW Wildlife Council

7.2.6 Public Officer

- Legal Representative of Organisation
- As per Incorporated Association Fact Sheet 6
- Reports to the Executive of the NSW Wildlife Council

7.2.7 Webmaster

- Administer NSW Wildlife Council Website
- Administer Public Website
- Liaise with NSW Wildlife Council
- Reports to the Executive of the NSW Wildlife Council

7.2.8 Fund Raising Officer

- Coordinates Raising of Funds
- Formulate Fund Raising Program
- Liaise with Media Officer

7.2.9 Education Officer

- Public Education
- Liaise with Media Officer
- List of who (Wildlife Groups/Organisations) does what training

7.2.10 Minute Secretary

- Take Minutes of Meetings
- Forward Minutes to Secretary

8.0 Election of NSW Wildlife Council Office Bearers

- 8.1 Chair:** Stan Wood nominated Audrey Koosmen for the position of Chair.
Seconded by: Alan Rose
No further nominations Motion: Carried
- 8.2 Vice-Chairman:** Lorraine Vass nominated Stan Wood for the position of Vice-Chair
Seconded by: Coralie Letica
No further nominations Motion: Carried
- 8.3 Secretary:** Audrey Koosmen nominated Lorraine for the position of Secretary.
Seconded by: Jill Taylor
No further nominations Motion: Carried
- 8.4 Treasurer:** Audrey Koosmen nominated Kay Brady for the position of Treasurer.
Seconded by : Stan Wood
No further nominations Motion: Carried
- 8.5 Media Officer:** Sandra Stewart nominated Sonja Elwood for the position of Media Officer.
Seconded by: Lorraine Vass
No further nominations Motion: Carried
- 8.6 Public Officer:**
8.6.1 Coralie Letica nominated Alan Rose for the position of Public Officer.
Seconded by: Gwen Parry-Jones
Alan declined nomination
8.6.2 Stan Wood nominated Kay Brady for the position of Public Officer.
Seconded by: Sandra Stewart
No further nominations Motion: Carried
- 8.7 Webmaster:** Kay Brady nominated Steve Amesbury for the position of Webmaster.
Seconded by: Joan Hills
No further nominations Motion: Carried
- 8.8 Fund Raising Officer:** No nominations received. This role will be the responsibility of the entire Council, initial leadership being provided by Audrey Koosmen and Sonja Elwood.
- 8.9 Education Officer:**
8.9.1 Lorraine Vass nominated Sandra Stewart for the role of Education Officer.
Seconded by: Stan Wood
8.9.2 Ilona nominated Helen Kennedy for the role of Education Officer.
Seconded by: Kay Brady

No further nominations

Motion: That the position of Education Officer be shared by Sandra Stewart and Helen Kennedy.

Motion: Carried

8.10 Minute Secretary: Lorraine Vass nominated Helen Kennedy for the role of Minute Secretary

Seconded by: Audrey Koosmen

No further nominations

Motion: Carried

8.11 Summary of Office Bearers:

Executive:	Chairman:	Audrey Koosmen
	Vice-Chairman:	Stan Wood
	Secretary:	Lorraine Vass
	Treasurer:	Kay Brady
	Media Officer:	Sonja Elwood
Non-Executive:	Public Officer:	Kay Brady
	Webmaster:	Steve Amesbury
	Fund Raising Officer:	Council Members
	Education Officer(s):	Sandra Stewart & Helen Kennedy
	Minute Secretary:	Helen Kennedy

The election of the alternate representatives for NANA and Sydney Wildlife to non executive positions, both of whom had served on the Steering Committee, was welcomed by the Chair for the contribution their knowledge and skills will make to the Council.

9.0 General Business:

9.1 **Letter of Thanks** – to be sent by the Secretary to the meeting venue management.

Action: Lorraine Vass

9.2 Secretary to write **letters of introduction** to non members of the Council pointing out that membership sill open and that if they have issues they want pursued the Council will consider them

Action: Lorraine Vass

9.3 Stan Wood moved that “Together We’ll Make A Difference” becomes the **Motto** of the NSW Wildlife Council.

Seconded: Alan Rose

Motion: Carried

9.4 Joan Hills moved that the **Objectives** as submitted by the Steering Committee be accepted by the NSW Wildlife Council

Seconded: Jill Taylor

Motion: Carried

- 9.5 Lorraine Vass moved that the **Functions** as submitted by the Steering Committee be accepted by the NSW Wildlife Council
Seconded: Coralie Letica Motion: Carried
- 9.6 Coralie Letica moved that the **name of the organisation** in Objects/Functions and Appt of Members as submitted by the Steering Committee be changed to "NSW Wildlife Council"
Seconded: Ian Johnson Motion: Carried
- 9.7 Barbara Witham moved that a **Post Office Box** be rented at the convenience of the Secretary
Seconded: Kay Brady Motion: Carried
- 9.8 Stan Wood moved that a **Bank Account** be opened at the convenience of the Treasurer
Seconded: Gwen Parry-Jones Motion: Carried
- 9.9 Ian Johnson moved that all Executive members be **bank signatories** for the Councils Bank Account and that two (2) signatories be required on each cheque
Seconded: Joan Hills Motion: Carried
- 9.10 Stan Wood moved that **funds** from IFAW specifically given for first meeting pay for reimbursement of \$50 for each attendee
Seconded: Ian Johnson Motion: Carried
- 9.11 Ilona Roberts moved that the **Mission Statement** in the Objects/Functions and Appt of Members as submitted by the Steering Committee be changed to "To Achieve Optimal outcomes for Native Wildlife"
Seconded: Barbara Witham
Sonja Elwood moved that the motion be amended to "That the mission statement be changed to "Achieving Optimal Outcomes for Native Wildlife"
Seconded: Lorraine Vass
Ilona Roberts moved that the motion be amended to "That the mission statement be changed to "Achieving Optimal outcomes for Australian Wildlife"
Seconded: Kay Brady Motion: Carried
- 9.12 Coralie Letica notified Council that "Wildcare Queanbeyan" has **changed its name** to "Wildcare".
- 9.13 **Next Meeting** scheduled for February 1, 2006 from 9am to 3pm at NPWS Hurstville
Action: Audrey Koosmen